

# PeopleSoft Login Page Instructions



The screenshot shows the Oracle PeopleSoft login page. At the top is the Oracle logo and 'PEOPLESFT'. Below is the 'User ID' field with the value 'CORCORJ0930' (labeled A). Below that is the 'Password' field with masked characters (labeled B). Below the password field is a 'Select a Language' dropdown menu with 'English' selected (labeled C). At the bottom left is a 'Sign In' button (labeled D). Below the button are links for 'Forgot your password', 'Business Resource Center', and 'IT Service Center (206-263-HELP)'.

Access PeopleSoft [Self-Service](#) from [www.KingCounty.gov](http://www.KingCounty.gov)

- > Click *About King County*
- > Click *King County Employees*
- > Click *PeopleSoft login*

**IMPORTANT:** Timekeepers access PeopleSoft from the Production link on the BRC Intranet or click [PeopleSoft Production](#)

## To Log In:

- A** Enter your User ID (Format instructions below)
- B** Enter your Password (first-time default below)
- C** Click the Sign In button
- D** Click the [Forgot your password?](#) Link for password reset instructions

## User ID (ALL CAPS)

- The first 6 letters of your last name, plus
- The first letter of your first name on your pay stub, plus
- The month and day of your birth in a two-digit format (MMDD)

### Examples:

Name on Paycheck	Birthday	User ID (ALL CAPS)
Dan Smithers	June 14	SMITHED0614
Timothy Le	December 2	LET1202

## Default Password Format — New Hires Only (one time use).

If you're not a new hire and do not remember your password, click [Forgot your password?](#)

- The letters KC, plus
- The last 2 digits of your birth year, plus
- The last 5 digits of your employee ID

### Examples:

Birth Year	Employee	Password
1957	000075309	KC5775309
1989	000077777	KC8977777